



**GUYANA CIVIL AVIATION AUTHORITY
AVIATION SAFETY AND SECURITY DIRECTORATE**

Form#: GCAA/OPS/2506
Origin: Flight Operations

JOB AID AND SCHEDULE OF EVENTS: AOC 001

OFFICIAL NAME OF COMPANY				LOCATION – MAIN ADDRESS					
MAILING ADDRESS (IF DIFFERENT FROM LOCATION)									
						PRE-CERTIFICATION NUMBER:			
GCAA REF.	OPERATIONS INSPECTOR:	AIRWORTHINESS INSPECTOR:	AVIONICS INSPECTOR:	SCHEDULED DATE	REVISED DATE	INSPECTOR SIGNATURE	DATE		REFERENCE
							RECEIVED / ACCOMPLISHED	RETURNED FOR CHANGES	
	1. PRE-APPLICATION PHASE								
	A. Initial Orientation - Inspector								
	1. Certification Advisory Circular No: GCAA/FO-001 provided to applicant.								
	2. Prospective Operator's Pre-Assessment Statement (POPS): Forward to Director General								
	B. Certification Team Designated								
	PM	NAME	SPECIALITY						
C. Conduct Pre-Application Meeting									
1. Verify POPS Information									
2. Overview of Certification Process									
3. Provide Certification Package Containing:									
a. Certification Job Aid									
b. Schedule of Events									
c. Model Operations Specifications									
d. Other applicable publications and documents									
4. Explain formal application submissions									
5. Financial Information									
6. GCAA Licence for traffic rights									
D. GCAA debriefing in preparation for Formal application phase									
REMARKS:									
SIGNATURES:									